

**ADDENDUM NO. 2**

**Consultancy Services for Strategic Communications and Reputation Management Support**

This Addendum No. 2 is issued to complement and will constitute an integral part of the Request for Proposal RFP 2022/006 – Provision of Consultancy Services for Strategic Communications and Reputation Management Support. The original Request for Proposal Document will remain in full force and effect. Respondents shall consider this Addendum when preparing and submitting their proposal.

**I. Amendment to the Submission deadline.**

The submission deadline for the RFP has been extended to **Sunday, 17 April 2022 at 23:30 hrs. Korean Standard Time**

**II. Amendment to Paragraph 2, Sub-paragraph 2.2 of the RFP**

Paragraph 2, Sub-paragraph 2.2. of the RFP is hereby amended and replaced with the following:

“2.2 Proposals must be submitted to the GCF no later than **Sunday, 17 April 2022 at 23:30 hrs. Korean Standard Time**”

**III. Amendment to Annex 6: Timeline**

Annex 6 -Timeline of the RFP is hereby amended and replaced with the following:

**“Annex 6 – Timeline”**

The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates may be adjusted.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Issuance of RFP	GCF	1 March 2022
2	Preferred last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	25 March 2022**
3	Last date for requests for clarification of the RFP	Tenderer	08 April 2022 17:00 hrs. KST
4	Last date to reply to questions received/ Last date for the amendment	GCF	11 April 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	<b>17 April 2022, 23:30 Hrs Korean Time</b>
6	Date of opening of Technical Proposals	GCF	18 April 2022, 10:00 Hrs
7	Notice of successful provider	GCF	25 April 2022
8	Contract signing	GCF/Tenderer	30 April 2022
9	Work starts	Tenderer	1 May 2022

\*KST: Korean Standard Time (Seoul Time)

\*\* Proposal can be submitted before the deadline irrespective of whether the Acknowledgement Letter was submitted or not.



**IV. Amendment to Annex 5: Acknowledgment Letter**

Annex 5 – Acknowledgement Letter of the RFP is hereby amended and replaced with the following:

**“Annex 5**

**Acknowledgment Letter**

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP 2022/008 – Consultancy Services for Advisory Support to the GCF Secretariat in the Development of the Evaluation Operational Procedures and Guidelines – dated 1 March 2022, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a proposal to the Secretariat of the Green Climate Fund (GCF) no later than Sunday, 17 April 2022 at 23:30 hrs. Korean Standard Time (KST), and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on Monday 18 April 2022 at 10:00 hrs. Korean Time (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF and contains privileged information.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Name and Address of Vendor:** \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

If you do not intend to submit a proposal to the GCF, please indicate the reason:

We do not have the capacity to submit a proposal at this time.

We cannot meet the requirements for this RFP.

We do not think we can make a competitive offer at this time.

Other (please specify): \_\_\_\_\_

Kindly return this acknowledgment letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org) copied to [pkadonya@gcfund.org](mailto:pkadonya@gcfund.org).

**NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter to observe the public opening procedure.**